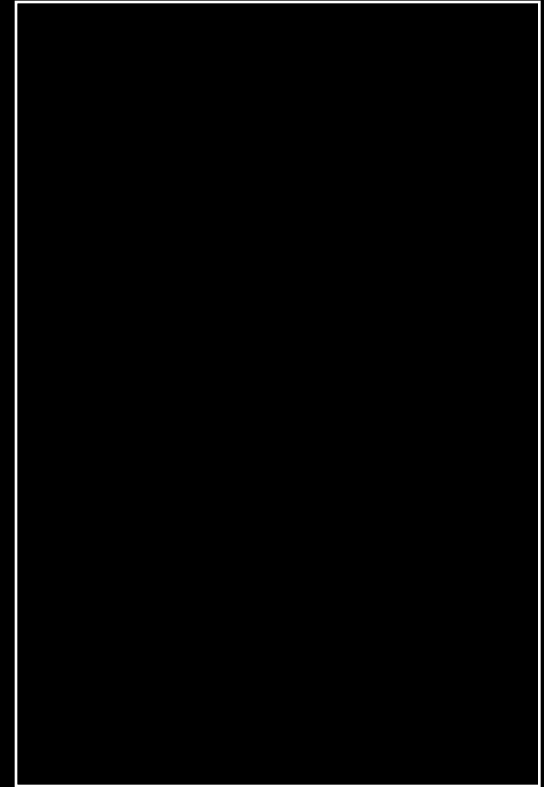


*2018 Police
Commander
Promotional
Examination*



Today's Agenda

- ✿ Welcome & Introductions
 - John Swinger (645-8278)
 - Mikey Federer (645-0855)
 - <http://csc.columbus.gov/>
- ✿ Exam Background & Dates
- ✿ Exam Overview
 - Written Work Sample
 - Oral Board
 - Results Release
- ✿ Questions & Discussion





The Purpose of Testing



To provide a fair, objective, and valid method of predicting which candidates are more likely to be “successful” at each rank being tested.



Exam Validity

- ✿ A valid exam is one that reflects the job
- ✿ In general, the validity of an exam increases as the test more closely reflects the important aspects of the job



Job Analysis





Commander Task Categories

- ✿ Command Responsibilities
- ✿ Documentation Review and Management
- ✿ Supervision, Performance Review and Training
- ✿ Attainment and Application of Legal and Procedural Knowledge
- ✿ Departmental Representation
- ✿ Planning and Resource Acquisition and Allocation

2018 Police Commander Promotional Exam

- ✿ Phase I: Written Work Sample – 50%
- ✿ Phase II: Oral Board – 50%





Exam Dates and Location

✿ Commander

- ✿ Written Work Sample June 12, 2018 at Civil Service Test Center 77 N. Front St. next to Police HQ
- ✿ Oral Exam June 20, 2018 at 750 Piedmont
- ✿ All oral board testing will occur on one day





Reminder

– Proof of Degree due May 25, 2018





Written Work Sample

- ✿ Date of Exam: Tuesday, June 12, 2018
- ✿ Test Start Time: 8:00 a.m. (7:45am arrival)
- ✿ Location: 77 N. Front Street, 3rd Floor
- ✿ No admission after exam instructions begin
 - ✿ Plan for delays (traffic, etc.)
 - ✿ Have a plan for parking e.g shuttle, COSI, pay lots
 - ✿ Candidates may visit the Test Center on May 30, from 12 p.m. to 4:00 p.m. to familiarize with the computer workspace and electronic files





Written Work Sample Development Process

- ✿ SMEs used in development process
- ✿ Exam pilot tested
- ✿ Exam reviewed by test experts
- ✿ Adjustments made based on pilot testing and expert review





Written Work Sample

- ✿ The written work sample exam will consist of an exercise(s) designed to simulate duties performed by CPD Commanders
- ✿ Duties are associated with important task categories for the Commander rank.
- ✿ The exercise may include in-basket activities, responses to incidents, planning and analysis problems, and similar tasks





Written Work Sample Test Administration

- ✿ Seated at desktop computers (limited space)
 - Reading list sources (except Leading Change) available on desktop in .pdf format
 - Internal sources are searchable, some addendum sources are not
 - Candidates may bring printed reading list sources
- ✿ Printed exam test booklet
- ✿ Response typed by you in Microsoft Word document
- ✿ Candidates allowed 4 hours to complete the exam



Written Work Sample Rating

- ❁ Behaviorally Anchored Rating Scales (BARS)
- ❁ Police Professionals will serve as assessors
- ❁ Assessors will receive training prior to scoring the exam





Written Communication

- ✿ Clearly expresses ideas in writing
- ✿ Presents ideas in a clear, concise, logical manner
- ✿ Uses appropriate vocabulary, structure, grammar and syntax
- ✿ Communicates appropriately for the needs of the audience





Delegation/Control

- ✿ Uses personnel effectively to attain desired results
- ✿ Establishes procedures to monitor tasks and job activities of personnel and their assignments





Judgment/Decision Making

- ✿ Making up one's mind about something by critically assessing the alternatives
- ✿ Makes decisions based on the logical assessment and weighing of evidence
- ✿ Renders judgments, takes action, and commits oneself






Organizing/Planning



- ✿ Systematically puts something in order using future-time orientation
- ✿ Makes and implements plans that reflect CPD's mission
- ✿ Provides a framework or strategy for accomplishing goals and overcoming obstacles





Overall Grading for Written Work Sample

- ✿ Each exercise will be scored based on 4 dimensions, maximum score of 9 per dimension, 3 assessors.
- ✿ A perfect raw score would be a 108 . Perfect Raw Score = 4 dimensions x 9 max points x 3 assessors
- ✿ Thus, each dimension is equally important





Paper Inspection

- ✿ Opportunity to review scoring sheets by rater to verify accuracy of WWS raw score
- ✿ July 23, 24, and 25 from 9:00 am – 4:00 pm
- ✿ By appointment only
- ✿ May also view oral exam videos at this time





Oral Board General Information

- ❁ Date of Exam: Wednesday, June 20, 2018
- ❁ Location: 750 Piedmont Road
- ❁ Arrive at least 15 minutes prior to your scheduled report time
 - Information to review (tips on preparing, general testing information)
 - Plan for delays (traffic, etc.)



Single Day Administration

- Prevent cheating/leaks
- Cell phones, laptops, or other electronic devices that can communicate outside of the testing site are NOT permitted
- Timers (that don't fit the description above) are permitted
- Long wait times (bring snacks, book, cards, etc.)
- Sequestering (AM/PM)





Oral Board Source Materials

- ✿ You may use all of the sources on the reading list during the preparation time
- ✿ You may bring your own printed sources
- ✿ Electronic sources (except Leading Change) will be available in .pdf format on Commission laptops in the preparation room
 - ✿ Some .pdfs on the reading list addendum are not searchable
- ✿ Sources are not permitted in the test rooms





Oral Board General Information

- ✿ Two Exercises - 15 minutes each
- ✿ Preparation time
 - 60 minutes to prepare for both exercises
- ✿ Each candidate's performance will be video recorded
- ✿ Three panel members for each exercise





Panel Members/Assesors

- ✿ External SMEs
- ✿ Receive extensive training prior to exam administration and scoring
- ✿ Scoring will take place live and by video





Assessors

- ✿ Two boards per exercise, three outside assessors per board
- ✿ Scoring will occur test day and by video later in the week
- ✿ Paper inspection and video review during tentative results period





Method of Scoring

- ❁ Scores based on Behaviorally-Anchored Rating Scales (BARS)
- ❁ Scores based on a 1-9 rating scale
 - Scoring Dimensions
 - Oral Communication
 - Interpersonal Relations
 - Judgment/Problem Resolution
 - Decisiveness/Initiative





Oral Communication

- ❁ Organizes thoughts and expresses them in a clear and logical manner
- ❁ Quickly and accurately comprehends what others are saying or asking
- ❁ Uses appropriate vocabulary and grammatical form





Interpersonal Relations

- ❁ The ability to establish and maintain cooperative and constructive working relationships with others
- ❁ The ability to consider and respect the feelings, needs, and viewpoints of others





Judgment/Problem Resolution

The ability to make logical decisions by:

- ✿ Identifying the problem
- ✿ Securing relevant information
- ✿ Assessing alternative courses of action
- ✿ Evaluating the potential results





Decisiveness and Initiative



- ✿ Originating and implementing programs
- ✿ Taking action to achieve goals
- ✿ Making timely decisions
- ✿ Committing oneself to a course of action



Video Review

- ✿ Occurs during the tentative results period
 - Tentative results notice will provide information
- ✿ Scheduled by appointment only
- ✿ Can review a copy of scan sheets
 - Designed to verify score calculations
- ✿ Will receive 6 assessor feedback forms
- ✿ Option to bring a CPD mentor
 - Designed to provide a development opportunity, not to protest test scores



Candidate Feedback

- ❁ Candidates will receive written feedback on the Oral board exam
- ❁ Assessors will choose up to three strengths and three weaknesses for each candidate on the exercise they score by video
- ❁ The feedback forms will be sent to candidates through interoffice mail for those not attending the video review



Test Results Calculated

- ✿ Calculate z-scores
- ✿ Weight each phase 50%
- ✿ Re-z result
- ✿ Convert to a standard score
Converted Score = $(8.5714 \times Z) + 74.2857$
- ✿ Round (two digits after decimal)
- ✿ Add seniority points
- ✿ Rank
- ✿ Break ties (if any)



Release of Test Results

✿ July 17, 2018 tentative results will be sent to candidates

- Including raw scores, score by dimension, seniority points, and the high, low, and mean scores
- Excluding rank

✿ July 30, 2018 final results will be sent to candidates

- final score and ranking on the eligible list

Eligible list effective date is July 31st, 2018





Questions

✿ The floor is now open for questions and discussion



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